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NODEX

Early in the ~~system~~^{processing} /indexing of ~~documents~~^{documents} it ^{became apparent} was ~~realized~~ that certain documents dealt with information which was of little or no intelligence value. The term "NODEX" was coined to represent those documents which would ~~not~~ be indexed into the Intellofax System. Because it was impossible to prevent the receipt of such documents and because some offices might want to see them on dissemination, Originally these ^{were} documents ~~were~~ of a purely administrative nature. As the System grew, however, more subjective judgment as to the value of certain information for retrieval purposes was exercised and the list of NODEX items grew, changed. In some cases, it was subject information which was rejected; in other cases, it was an entire series. There was no way the Library could prevent the receipt of these documents; besides, some office in the Agency might want to see them ~~for current information~~, but not necessarily be interested in being able to retrieve them later. The whole question of what should be NODEXED was very much debated throughout the entire Intellofax history. No two researchers agreed and much criticism was levied on the System because ^{of certain} ~~certain decisions~~^{to NODEX} ~~were made~~^{decisions}.

~~And why weren't all documents indexed?~~

The selection out criteria in the early days of the Intellofax System fell upon the document indexer/analyst who would so mark a document and its attached control card in the Batch envelope. By ~~1952~~ the Incoming and Dispatch Unit of the Library ^{even} could recognize certain series, such as Army Who's Who Reports. These were batched separately and did not even come to the attention of the indexer. A ^{that} control card was ~~always~~^{always} prepared for every document which came into the Library so there would be a record in the Source Files ^{that} for every document received. This Source Card, however,

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contained only
~~was~~ an abbreviated bibliographic entry, i.e. source, document number, date and security classification. The title and country were not ^{entered} typed. ~~This created problems because the circulation of the Source Files for document identification.~~ This abbreviated notation saved typing time, but created problems later on in searching through the Source File for document identification.

The early 1950 NodeX Standards included such topics or series as: ²⁰¹

Procedure manual

- a. Purely administrative matters
- b. Consular or commercial functions, such as replies to complaints of Americans about lack of service
- c. Notification of change in security classification
- d. Agendas of various international committees
- e. Order of Battle (considered a military responsibility)
- f. Transmittals ~~with~~ of enclosures not attached ^{and not described adequately} and transmittals did not contain enough information
- g. ICF (Industrial Card File) reports giving primarily plant data.
- h. Who's Who reports
- i. Joint Weekas (this category had a colorful history; because they were received later on as cables)

Out of 17,367 documents processed in January 1951, 1125 were nodeXed or 6% of the total.

The NODEX Standards were constantly revised and each year a new list superseded any previous list. ~~By 1961~~ A complete list ^{printed} of NodeX Standards entitled "NodeX Standards from Start of Intellofax

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as attached.

System to July 1966* (Effective Dates of Nodex are in Parenthesis)¹¹ is indicative of the colorful history of the Nodex Standards and the constant changes made. and reference librarians Throughout the years, coders were always reminded that ~~the~~ *was* ~~Standards~~ *a* list should be used only as a guide ~~for~~ and that a document should not be excluded from the Intellofax subject control because some items within the Standrds^a appeared in it.

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A printed list entitled "NODEX Standards from Start of Intellofax System to July 1966" ³² ~~(Effective Dates of NODEX are in Parenthesis)~~ is indicative of the colorful history of the NODEX program. ~~(see attachment)~~ Throughout the years, classifiers and Reference Librarians were always reminded that the list was only a guide and that a document should not ^{be} excluded from Intellofax subject control because some items within the Standards appeared in it.

(For microfilming of NODEXES see page 43)

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D. Intellofax Procedures

1. The Batch System

In August 1948 OGD management decided that a review

of the existing and contemplated document handling procedures should be made with a view to determining if such procedures could be modified to expedite the distribution, classification, and indexing of documents pending the fulfillment of T/O requirements. [redacted] of Administration and Management worked closely with [redacted] in setting up a detailed procedure for the use of multilith mats in controlling and indexing intelligence documents. This was the beginning of the so-called "Batch" system, which was modified many times during the next 19 years. A batch usually contained in one envelope 15-20 documents of like

source. (This was similar to the organization of the dissemination function in the Liaison Division. The classifiers were not organized by source breakdown until April 1952.)

Put into operation in December 1948, the system included the complete processing cycle of dissemination, distribution, indexing, key punching and final filing of the documents in the Library document files.

latter for dissemination

this mat was the basis for the preparation of control slips (a cut off IBM card) to be attached to each distributed copy of a document.

One control card also became a source card (see page 45)

* See attachment for Batch procedures of 13 December 1948

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